

BOARD OF SELECTMEN

August 16, 2016

Minutes

The Board of Selectmen met on Tuesday, August 16, 2016 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Nathan Brown, Luke Ascolillo, Claude von Roesgen and William Risso. Town Administrator Timothy D. Goddard was also present.

Also in attendance:

Wayne Davis, Town Moderator

Bernie Lynch, Community Paradigm

Mark Cappadona, Colonial Power Group

Larry Barton, Finance Director

Kerry Colburn Dion, Finance Director

Scott Triola, Finance Committee

Discussion of MMRHS School Committee appointment

Town Moderator Wayne Davis was present to talk about the appointment of a Carlisle representative to the Minuteman Regional High School Committee. He said under Minuteman's School Agreement the Town Moderator of each member Town makes that appointment. Wayne said our former representative to Minuteman Judy Taylor has moved out of Carlisle and has resigned effective July 31, 2016. The Minuteman School Committee will hold their first meeting for this school year on September 27, 2016.

Wayne said he was reaching out to the Selectmen and the Carlisle School Committee for suggestions and recommendations for this position. He noted that the Town is withdrawing from the Minuteman School district effective June 30, 2017 so this appointment will run until that date. He was not aware of any issues that would come up with the Regional School Committee this year. He added that the Town may need assistance with the withdrawal process and for placement of students wishing to attend a technical school.

Mr. Brown said it would be good to find someone in Carlisle who may have experience with transitioning from Minuteman to other vocational schools. He believed that the Carlisle School Committee would be a good place to start. Wayne was unsure where this responsibility should sit; legally was it with the School Committee or the Selectmen.

Mr. Brown said he will contact Carlisle Public School Committee chair Melissa McMorrow to discuss this issue.

Municipal Aggregation public information session

Mr. Goddard said the draft Municipal Aggregation Plan has been available for public comment the last few weeks and has it been posted on the Town's website.

Mark Cappadona and Bernie Lynch were present to explain the Plan to the Board and answer any questions.

Mark said although it is a boilerplate plan, there are sections in it where each Town has made individual specifications. He said Colonial Power has developed an aggregation plan that provides the maxim flexibility to the Town. Mark met with the Energy Task Force to discuss various options for the Towns.

Bernie said the next step is for the Board to take a vote to adopt an aggregation plan. He said Colonial Power will then bring this [plan] to the Department of Energy Resources for review. If the DoE agrees with this plan it will be passed on to the Department of Public Utilities [DPU] who will hold a hearing and issue an order. That order will allow the Town to move to the next step which is to go out and solicit prices and bids for electricity based upon the type of energy the Town is seeking.

Mark explained what an opt-out aggregation entails. He said all residents retain their right to decide if they want to join the program. Mark said if a resident chooses to do nothing, they will be included in the program however they can chose to 'opt-out' at any time. [This is for basic service customers only.] Mark said the aggregation plan defines each party's responsibility.

In reply to Mr. Brown, Mark said the term of the contract between the Town and the supplier could be one year or up to five years. The Board cannot break the contract during the contract period however anyone can opt-out at any time. He said this is decided on the day of the contract with the supplier. Mark added that he is available to advise the Town on suppliers and when is best time to sign-on with a supplier.

In reply to Mr. Brown's question regarding opting out, Bernie said it is a state statute that this Plan is an opt-out program. He gave the Board a sample letter which would notify the community of the Town's choice of power supplier. He said this notification is a statutory requirement. Every basic service customer will receive this notification. Bernie said a Frequently Asked Questions (FAQ) sheet is also sent out the customer for further understanding of the program. He said they believe that education is *key* to the success of this program. Bernie and Mark will be available for public information hearings.

In reply to Mr. Brown, Bernie and Mark agreed that they will work at getting the Town a low rate. Their goals were low cost, stability and renewal.

The Board agreed to vote on this agreement during their next meeting.

Finance Director – BAN/Delinquent taxpayers and Issuance of licenses/permits

Larry Barton and Kerry Colburn-Dion were present for this discussion. Larry spoke about a procedural issue he believed the Board of Selectmen should adopt. He said the current statute regarding taxpayers in arrears allows for a community to withhold or withdraw a license or permit only once the taxpayer is in arrears for twelve months.

Larry said the new Municipal Modernization Act goes into effect on November 7, 2016 and it would allow for a municipality to withdraw or withhold a license or permit on the same basis that the state [Commonwealth] of Massachusetts is able to do so now.

Larry explained how this helpful mechanism that would encourage taxpayers to pay their taxes in a more timely fashion.

Larry proposed that when a party comes into Town to apply for a license or permit, as part of the application process, the applicant would be asked to obtain a letter of good standing. He said if they are not in good standing then it would be up to the Board or Commission to issue a license or permit. Larry said to put this into the application package is not particularly difficult. He added that this could be implemented after November 7, 2016.

Larry said one thing we should try to prevent is people doing work in their home without pulling a permit.

Mr. Brown suggested placing this item on the agenda after the new selectman is present.

Discussion of Committee charges

Deer Committee Charge Mr. Ascolillo said he spoke with the Conservation Commission regarding deer hunting on Town-owned land. He said the Conservation Commission made a few suggestions for the *Charge* for this committee that he believed was noteworthy. Mr. Ascolillo said they suggested appointing a Trails Committee representative to the Deer Committee. They also expressed concern over who will oversee the deer hunting, how it will be enforced and what funds will pay for this. The Commission asked if the Town will hire a deer warden and if licensing will become an issue.

Mr. Ascolillo said there should be a discussion over which area/land will be used for deer hunting.

Mr. Ascolillo will incorporate the input from the Conservation Commission into the draft of the Deer Committee Charge.

FY17 Board of Selectmen Goals

Mr. Brown said the last time the Board discussed the goals, the Board looked at the individual goals and created buckets that included: Sustainable Budget, Focus on Infrastructure, Focus on Staff, Support the Master Plan, Citizen Services, Excellence in Public Safety Environment, Schools, and Effective Board/Committee/Work Group communication. Mr. Brown said he took the bullets the Board members had and placed them into categories. Mr. Brown will incorporate Mr. von Roesgen's comments into the document presented tonight and the Board will review the Goals at the next meeting.

Town Administrator's Report

1 Special Election for Selectmen/Minuteman Project Mr. Goddard said preparations are being made for the September 20th Special Election. This election is for the vacancy on the Board of Selectmen and to vote on the funding of the Minuteman High School project. He said our Town Counsel has reported that Minuteman's counsel was not pleased with the town's decision to piggy back onto the September 20th date. Mr. Goddard noted that the special Selectmen's race does not impact the Minuteman vote. He said the only issue with this election is that the Minuteman vote is from *noon until 8:00 p.m.* only while the Selectman's *vote will begin at 8:00 a.m.* and end at 8:00 p.m. If a voter comes in before 12:00 p.m. they can only vote for the Selectmen's vacant position at that time.

2 2017 Annual Town Meeting Timeline Mr. Goddard prepared and presented a draft of the 2017 Annual Town Meeting timeline. He has forwarded a copy of this draft to the Town Clerk, Town Moderator and the Finance Committee. One of the changes to the schedule is an earlier coordination meeting before the budget process begins. Mr. Goddard said at the Financial Management Team meeting two representatives from the Department of Revenue, Melinda Ordway and Amy Handfield were present. He said a few months ago Town made a commitment to prepare written Policies and Procedures for the Finance Department which was a part of the Compact Communities best practices program. Ms. Ordway and Handfield were going to meet individually with the Finance Director, Town Accountant and the Assessor. They will have some draft documents for the Town to review within the next few weeks.

3 Municipal Modernization Act A summary of the recently-enacted Municipal Modernization legislation was presented (attached hereto). Mr. Goddard said some of the items in the packet included a section on procurement, municipal finance and double poles. One particular item that was discussed was the ability of any municipal Board to assign one of their members to approve bills and payroll. Mr. Goddard believed that this modernization act was long overdue and it will give the Towns more tools to work with.

Mr. Goddard said the Board's next meetings are scheduled on September 13th and September 27th.

Appointments:

Finance Committee – On a motion made by Mr. Ascolillo and seconded by Mr. Risso, it was unanimously **VOTED** to appoint Thomas Smith of 195 Stearns Street to the Finance Committee for a three year term that will end at the close of the May 2019 Annual Town Meeting.

Recreation Commission – On a motion made by Mr. Ascolillo and seconded by Mr. Risso, it was unanimously **VOTED** to appoint Drew McMorrow of Concord Street to the Recreation Commission for a three year term that will end on June 30, 2019.

Historic Commission – On a motion made by Mr. Ascolillo and seconded by Mr. Risso, it was unanimously **VOTED** to appoint Kathleen Keller of 14 Westford Street as an alternate member on the Historic Commission for a three year term that will end on June 30, 2019.

Conservation Restriction Advisory Committee – On a motion made by Mr. Ascolillo and seconded by Mr. Risso, it was unanimously **VOTED** to appoint J. Thomas Brownrigg of Acton Street to the Conservation Restriction Advisory Committee for a one year term that will end on June 30, 2017.

Liaison Reports

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The list of Board liaisons will be completed after the new selectman has been elected.

Mr. Ascolillo said he attended the Affordable Housing Trust meeting last night. The discussions were about the Till Housing project on Bedford Street and Benfield Farms. He said an Open House for the Bedford Road project will be held on October 18, 2016. In regard to Benfield Farms, Mr. Ascolillo said the offensive odor outside of the building is gone. Mr. Ascolillo added that the Trust voted to hire new counsel for the Affordable Housing Trust.

Mr. Risso talked about the Financial Management Team meeting which was held this morning. He said there was a discussion about the Town Audit. The Finance Director will have a Bond Anticipation Note (BAN) for the fire pumper truck ready for the Board's signatures on September 16, 2016. Mr. Risso said the new growth figure has reached \$13 million. The School Business Manager said a new kitchen serving line has been mounted and the cameras were being installed today. School will open on Wednesday, August 31st for the students.

Mr. Risso said there was a discussion on an issue with the Center Park gift fund. The Finance Director has asked the Selectmen to discuss with the Center Park Standing Committee the Town's policy regarding not purchasing items and services until funds are available.

Mr. Risso said he has informed the Board of Health that he will attend one of their meetings per month.

Mr. Brown said the Fire Department Study Working Group has not met for quite some time and a report on their findings has been released therefore he asked the Board to formally dissolve the Fire Department Study Working Group.

On a motion made by Mr. von Roesgen and seconded by Mr. Ascolillo, it was unanimously **VOTED** to formally dissolve the Fire Department Study Working Group.

Mr. von Roesgen said he attended the second meeting of the Solar Bylaw Committee. He said there was considerable discussion about ground mount and roof top systems and whether any restrictions should be placed on roof-top systems. Another question was whether ground mount systems should be treated as an accessory structure, such as a shed.

Finance Committee chair Scott Triola was present to discuss the Board of Selectmen's goals and liaisons. He said the FinCom will have their first meeting shortly after Labor Day and they will be discussing the addition of a few more coordination meetings. Scott said the FinCom has had liaisons to various Town departments and they would like to have liaisons to key committees with different initiatives that may have a big financial impact on the budget.

The Board listed a few projects that may require substantial funding. They were: Greenough Barn demolition, Fire/Communications project, Energy Task Force, Cranberry Bog Dam, and the Technology Committee. Scott said one of the Finance Committee's goals is to minimize any unexpected expenses.

Action items from last meeting

Mr. Risso spoke about the new street lights and the items that needed to be completed for this process. Mr. Goddard said a meeting of the Traffic Safety Advisory Committee has been scheduled and letters were sent out to residents that would be impacted by the new street lights. He added that he has received several responses to the letter that indicated concern for the brightness of the new lights. Mr. Goddard said it will be necessary to schedule a public session on this issue.

In regard to the residential issues with Comcast, Mr. Goddard said we will need to schedule time for a representative from Comcast to come back at a future meeting.

Minutes

On a motion made by Mr. Ascolillo and seconded by Mr. Risso, it was unanimously **VOTED** to approve the Board of Selectmen meeting minutes for June 28, 2016.

On a motion made by Mr. Ascolillo and seconded by Mr. Risso, it was **VOTED** 3 yes, 1 abstain to approve the Board of Selectmen meeting minutes for July 12, 2016.

On a motion made by Mr. Risso and seconded by Mr. Ascolillo, it was **VOTED** 3 yes, 1 abstain to approve the Board of Selectmen meeting minutes for July 26, 2016.

The meeting adjourned at 9:30 p.m.

Respectfully submitted by Margaret Arena